



CAMAS COUNTY HUMAN RESOURCES

501 Soldier Rd / P.O. BOX 430
FAIRFIELD, IDAHO 83327
Tel: (208) 764-2242 Fax: (208) 764-2349

PLANNING AND ZONING BUILDING SPECIALIST

HIRING WAGE: \$18.00 - \$22.00 hourly DOE

STATUS: Full-time with benefits

CLOSING DATE: Until filled

APPLICATION AVAILABLE ONLINE: <http://camascounty.id.gov/>

GENERAL SUMMARY

Perform a variety of clerical tasks relating to the processing of building and land development applications such as creating and maintaining files and reviewing submittal materials. Work with the Planning and Zoning Commission on zoning issues and compliance with Comp Plan, Zoning Ordinance and Subdivision Ordinance. Schedules meeting for the P&Z Commission.

ESSENTIAL FUNCTIONS

- Reviews and processes applications
- Receives, researches, and answers customer inquiries
- Schedule field inspections
- Completes various reports and writes routine correspondence
- Receives fees and issues receipts
- Accounts for the collection of fees and balances receipts
- Establishes and maintains files
- Assist customers with building and zoning inquiries and applications by answering questions and explaining the procedures and process

ADDITIONAL FUNCTIONS

- Reviews development site plans for compliance to design standards of the zoning ordinance
- Performs related functions as required
- Conduct pre-construction meetings with the public, developers and various county officials.

JOB REQUIREMENTS

- High school diploma or equivalent
- Pass a Camas County Background check
- Ability to create and maintain complex clerical records
- Ability to communicate complex information effectively in verbal, written or graphic form
- Ability to maintain effective working relationships with associates, representatives of other agencies and the general public

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions
- May be required to lift up to 50 lbs
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Camas County provides Veteran's preference for all county jobs except those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

Camas County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Camas County employment experience.